

FOOTHILL TRANSIT

MINUTES

The meeting of the Foothill Transit Executive Board was held Friday, January 29, 2010, at the Foothill Transit Board Room, 100 South Vincent Avenue, 2nd Floor, West Covina.

Chair De La Torre called the meeting to order at 8:00 a.m. The following members were present, constituting a quorum of the Executive Board:

Michael De La Torre, Chair
Roger Chandler, Vice Chair
Peggy Delach
Carol Herrera
Paula Lantz

Pledge of Allegiance

Vice Chair Chandler led those present in the Pledge of Allegiance.

APPROVAL OF MINUTES FOR THE SPECIAL MEETINGS OF DECEMBER 11, 2009, DECEMBER 18, 2009, AND DECEMBER 29, 2009

The minutes for the special meetings of December 11, 2009, December 18, 2009, and December 29, 2009, were approved as submitted.

Motion: Member Herrera, seconded by Member Delach
Vote: Unanimously carried
Abstain: Chair De La Torre on December 11, 2009 minutes

PRESENTATIONS

5.1 Contractors' Employee Recognition

Wayne Fritz, General Manager, introduced and recognized the Arcadia location MV Transportation Operator of the Month, Nathaniel McNeil, a recipient of the DriveCam safety award; and MV Transportation Employee of the Quarter, Rafael Chavez, who is the administrator of MV's DriveCam program and a certified trainer.

Peter Greenberg, General Manager, recognized the Pomona location First Transit Operator of the Month, Jose Toro, who has a perfect attendance record and a spotless driving record.

Doran Barnes, Executive Director, recognized the Veolia Transportation Employee of the Quarter, Hector Ortega, Quality Assurance Inspector who in addition to his regular duties was especially involved this past Rose Bowl season, and ensured that all special service, including the U2 concert and January 1st Rose Bowl game was executed smoothly.

5.2 Customer Service Awards

Kevin McDonald, Deputy Executive Director, presented Customer Service Awards Certificate and pins, recognizing those coach operators who exhibited exemplary customer service skills, transported riders safely, worked at least 90% of their scheduled hours, and had zero complaints, accidents, negative coach operator audits, and received at least one compliment. Three of 21 honorees were present to receive awards. Chair De La Torre congratulated and thanked those recognized for their dedication to customer service.

PUBLIC COMMENT

There was none.

CONSENT CALENDAR:

The Executive Board adopted the Consent Calendar items 7-8.

Motion: Member Delach, seconded by Member Lantz
Vote: Unanimously carried

REGULAR AGENDA:

TELLING OUR STORY

Linda Somilleda, Director of Marketing and Communications, reported that Chair M. P. Carter, American Public Transportation Association (APTA), has made "Telling Our Story" her signature initiative, encouraging APTA members to tell the story of public transportation's many benefits.

Foothill Transit has organized a Telling Our Story Task Force that will offer tools and suggestions for general marketing and communication outreach. The purpose of the first event, "District Days – Telling Your Story", was to record interviews with congressional representatives as they explain the importance of public transportation in their district. Congresswoman Judy Chu has graciously record her message, which will be included in APTA's package to the Federal Transit Administration (FTA), in which congressional leaders seek assistance in the passage of a new six-year surface transportation bill in 2010.

The Executive Board received and filed the "Telling Our Story" report.

Motion: Vice Chair Chandler, seconded by Member Lantz
Vote: Unanimously carried

FOOTHILL TRANSIT ECOLINER UPDATE

George Karbowski, Director of Operations and Maintenance, welcomed Jeff Granato, President and CEO of Proterra, and reported that work continues on the primary Fast Charger design, which compliments the architectural scheme of the Pomona Transit Center. Both Pomona and Arcadia facilities will be outfitted with 480 volts to support a mobile shop charger. Bus shell #2003 is complete and was delivered to the Golden, Colorado facility to have the suspension installed. Although completion of buses #2001 and #2002 fell behind schedule, it has proven to be advantageous because their completion will coincide with the completion of the charging stations required to power them. The delay in the deadline will also allow Proterra to address issues in the coaches in time for delivery.

Mr. Granato reported that part of the delay was due to advances paid to manufacturers for custom parts. 99% of the parts are either complete or on the supply chain for delivery. Reasons for delay are attributed to the new technology that Proterra wants to test before release.

The Executive Board received and filed the Foothill Transit January 2010 Ecoliner Update.

Motion: Member Lantz, seconded by Member Herrera
Vote: Unanimously carried

TRANSIT FUNDING PROTECTION INITIATIVE

David Reyno, Director of Government Relations, reported that over three budget cycles approximately \$4 billion earmarked for State transit funding has been diverted into the State's General Fund to help reduce the State budget deficit. In February 2009, the State legislature completely eliminated the State Transit Assistance program until 2013. A coalition of local government, transportation and public transit leaders, which includes the League of California Cities, the California Transit Association (CTA), Californians to Protect Local Taxpayers and Vital Services, and the California Alliance for Jobs, filed the *Local Taxpayer, Public Safety and Transportation Protection Act of 2010* ballot measure with the California Attorney General's office.

The Executive Board adopted a support position on the Local Taxpayer, Public Safety and Transportation Protection Act of 2010.

Motion: Chair De La Torre, seconded by Member Lantz
Vote: Unanimously carried

CONTRACT AWARD FOR BUS WASH FACILITY REPLACEMENT

Gary Nehls, Director of Procurement, reported that on February 19, 2009, the Executive Board authorized the Executive Director to issue an Invitation For Bids (IFB) for Bus Wash System Replacement for their Pomona and Arcadia locations. This project is being funded with ARRA funds, and is included in Foothill Transit's approved FY 2010 Business Plan. IFB No. 10-022 was issued on December 7, 2009, and was advertised in Passenger Transport – the Federal Transit Administration's (FTA) newspaper, posted on Foothill Transit's website, and sent directly to six bus wash firms.

The lowest bidder was NS Wash Systems, who bid \$411,618. NS Wash Systems specializes in vehicle wash systems of all types, and has been in business for forty-nine years. They have completed projects for local transit systems such as Culver City, Long Beach, LA Metro, Omnitrans, and the Orange County Transit Authority (OCTA).

The Executive Board authorized the Executive Director to execute a contract in the amount of Four Hundred Eleven Thousand Six Hundred and Eighteen dollars (\$411,618.00) with *NS Wash Systems* for bus wash equipment replacement at the Pomona and Arcadia Operations and Maintenance facilities.

Motion: Vice Chair Chandler, seconded by Member Delach

Vote: Unanimously carried

CONTRACT EXTENSION – LEGAL SERVICES

Gary Nehls, Director of Procurement, reported that the Executive Board authorized the Executive Director at their October 2005 meeting to execute an agreement with Darold Pieper to provide general legal counsel, and to carry out California-specific legal matters for Foothill Transit. The base term of the contract expires on June 30, 2010, and contains option provisions for two additional one-year terms. Mr. Pieper has requested that Foothill Transit consider either exercising both existing options periods at this time or extending the term of the contract for five years.

The fees under the current agreement have not increased since Mr. Pieper began representing Foothill Transit on July 1, 2000. Mr. Pieper proposed that effective January 1, 2010, and annually thereafter, the monthly and hourly rates for his legal services are adjusted by any increase in the annual Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County area, All Urban Consumers.

The Executive Board authorized the Executive Director to execute an amendment to Contract 06-011 for legal services with Darold D. Pieper, Attorney At Law, revising the fee structure and extending the contract through June 15, 2015.

Motion: Member Delach, seconded by Chair De La Torre

Vote: Unanimously carried

PERFORMANCE INDICATORS REPORT – DECEMBER 2009

Dietter Aragon, Planning Manager, presented the Performance Indicators report for December 2009. The performance indicators report provides an analysis of Foothill Transit's nine key indicators on a month-to-month basis. Data is collected from a variety of sources such as fareboxes on buses, contractor-reported data, and financial performance data.

- **Boardings** - Total boardings in December-09 were 1,207,105. This represents an increase of 6.5% above December-08 ridership.
- **Fare Revenue** – Total fare revenue in December-09 was \$1,111,232, resulting in an average fare of \$0.92 per boarding. This is a decrease of 12 percent from December-08 fare revenue.
- **Operating Expenses** – Total operating expenses for December-09 were \$5,508,753, resulting in an average cost per service hour of \$85.86, which is well below the Fiscal Year 2010 target.
- **Accidents** – In December-09, there were six preventable accidents producing an average of 0.48 preventable accidents per 100,000 miles for the month.
- **Customer Complaints** - In December-09, 3.81 complaints per 100,000 boardings were recorded, well below the 7.5 performance target.
- **Schedule Adherence** - Foothill Transit has adopted a goal of 90% Schedule Adherence for this fiscal year. In December-09 the agency surveyed an average of 86.6% on-time performance. This represents an improvement of 13.6% when compared to December-08.

Following discussion, the Executive Board received and filed the December 2009 Performance Indicators Report.

Motion: Chair De La Torre, seconded by Member Delach
Vote: Unanimously carried

FISCAL YEAR 2010 TRANSIT STORE QUARTERLY REPORT

Araceli Lopez, Transit Store Operations Manager, presented the 2nd Quarter Fiscal Year 2010 Transit Store Report. During the period of October through December, 52,023 phone calls came into the 800 number. Transit Store Customer Service Representatives handled 42,828 phone calls with an average hold time of 26 seconds. This represents 82% of all incoming calls answered.

Pass sales for the 2nd Quarter of FY 2010 totaled \$1,485,179, a drop of less than 1% from the \$1,525,146 in sales during the 2nd Quarter of FY 2009.

Total walk-in traffic this quarter for all stores was 192,748; approximately 47% higher in the 2nd Quarter when compared to the same period in FY 2009, which totaled 90,927. This increase is attributed to the upgrades made last summer to the people counter system

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which provides more accurate data for all stores.
The Executive Board received and filed the Fiscal Year 2010 Transit Store Report.

Motion: Member Lantz, seconded by Member Delach
Vote: Unanimously carried

EXECUTIVE DIRECTOR COMMENT

Doran Barnes, Executive Director, reported the following:

- Roland Cordero, Foothill Transit Director of Facilities, was congratulated for his installation as a member of the Board of Directors with the Covina Chamber of Commerce.
- The annual Foothill Transit Bus Roadeo is scheduled on February 20, 2010. The Bus Roadeo is an opportunity for bus operators to show off their skills in a competitive setting to the public, and Congressional delegates who are invited to the event. The Executive Board is invited to present trophies to the competition winners.
- The West Covina Park & Ride project will go before the City Council at its meeting scheduled for February 2, 2010.
- The annual Foothill Transit Executive Board retreat is scheduled on Friday, February 5, 2010, at The Kellogg House in Pomona. Several issues will be reviewed, such as budget revenues, and cost of deliverables amidst the State deficit.
- A special Study Session will follow this Executive Board meeting, which will examine the State and Federal advocacy problem for public transportation.

Peter Greenberg, General Manager, announced the passing of Foothill Transit veteran operators Frank Leos and Felix Vargas. Both operators were highly dedicated to their positions as bus operators for Foothill Transit.

BOARD MEMBER COMMENT

Member Herrera requested that in the future each Board Member is provided with supplemental and revised documents at the meeting.

ADJOURNMENT

There being no further business, the Executive Board adjourned in memory of Foothill Transit bus operators Frank Leos and Felix Vargas at 8:56 a.m.

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Staff and guests present:

Doran Barnes, Executive Director
Kevin McDonald, Deputy Executive Director
Darold Pieper, General Counsel
Richard Hasenohrl, Director of Finance
George Karbowski, Director of Operations & Maintenance
David Reyno, Director of Government Relations
Linda Somilleda, Director of Marketing & Communications
Dietter Aragon, Planning Manager
Gary Nehls, Director of Procurement
Araceli Lopez, Transit Stores Manager
Wayne Fritz, General Manager
Peter Greenberg, General Manager
Jeff Granato, Proterra
Lee Millen, Commission Services